

**Waukesha County Communications (WCC)**  
**Operations Commission**  
***Meeting Agenda & Summary Notes***

**Chair** – Greg Jezak

**Co-Chair** – Donald Wiemer

**Committee Members**

John Dahms, Hans Lux, Dick Manke-County Board Supervisor, Steve Marks, Matt Pinter and  
Daniel Tushaus

**Meeting Date:** 4-5-04

**Time:** 1:00

**Location:** Admin Bldg., Room 320

**Present:** Joe Amodeo, Dean Collins, John Dahms, Donn Hoffmann, Robert Jacobs, Greg Jezak, Hans Lux, Dick Manke, Steve Marks, Vince Moschella, Matt Pinter, Richard Tuma, Daniel Tushaus, Don Wiemer

**Absent:** N/A

**Meeting Agenda**

Topics(s) To Be Discussed:

1. Approval of March 1<sup>st</sup> mtg. minutes
2. System Update – Proposed Changes to Implementation Schedule
3. Technology Protocols Committee Recommendations
4. Police Protocols Committee Recommendations
5. Fire Protocols Committee Recommendations
6. Computer Aided Dispatch (CAD) Topics
7. Future Agenda Items

**Summary Notes**

1. March 1<sup>st</sup> 2004 minutes approved.
2. System Update – Proposed Changes to Implementation Schedule  
Proposed Changes to the Implementation Schedule. Richard Tuma spoke to the proposed changes to the Implementation Schedule. The proposed date changes are subject to change based on the availability/confirmation of Spillman Technology's trainers. The proposed changes are:
  - a. Convert LACS Dispatch July 7<sup>th</sup> – 10<sup>th</sup> (alleviate current staffing issues and provide WCC with trained EMD personnel).
  - b. Convert WSD Dispatch Sept. 8<sup>th</sup>
  - c. Allow GIS Dept. additional time to complete its work for the LACS communities, followed by, the entire county.
  - d. Provide for an initial 30-day test period after all systems (hardware/software) have been installed, followed by another 30-days of CAD System on all systems.
  - e. Allow for the dispatching of Phase I and II wireless dispatching.
  - f. Provide additional time for the hiring of personnel
  - g. Provide EMD dispatching capability, day one of the proposed LACS conversion
  - h. WSD would act as the immediate 'hot' backup site

Special Note. The above would not affect Spillman training schedules and the continued work efforts/schedules for the Fire/EMS and Police conversions to (Firehouse or Law Records). Commission members agreed the Communications Center would not open, until such time it was determined all aspects were in a state of readiness.

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3. Protocol Committee Recommendations

Technology Protocols Committee

Donn Hoffmann spoke to the document titled 'Agencies and WCC Milestones', which would be used, for reference purposes to track the progress of work efforts leading up to the agency and dispatch conversions. Before issuing, additional information is required from the Protocol Committees.

Police Protocols Committee – N/A

Fire/EMS and Police Protocols Committees

Agency Radio/Callback Test Tone Schedule ***Approved***

The Fire/EMS Committee voted and approved to implement the 'Test Tone Schedule' for all participating Fire/EMS Departments. Refer to the handout titled the same, dated March 10, 2004.

Alert Channel Talk Group ***Approved***

The Fire/EMS Committee voted and approved to implement the 'Test Tone Schedule' for all participating Fire/EMS Departments. The following would designate the Alert Channel Talk Group: 'Tone Channel Alert – A', FDISP-A, FDISP-B and FDISP-C.

4. CAD Topics

- A. Requested agenda item. Discussion/possible action on security permission necessary for the creation of ad hoc reporting of data contained in the Spillman Law RMS; Crystal Reports etc).

***4/5/04*** – A brief explanation was provided specific to the Spillman System and Open Database Connectivity (ODBC) privileges and, the current level of security privileges the assigned county's Spillman Application Administrators (SAA's) have been authorized, to maintain the Spillman System for all participating agencies. Discussions of expanding these privileges to participating agencies were heard. Chief Wiemer spoke to a concern; those given ODBC privileges could view all agency files, without exception. Attendees presented alternative options. On a motion by Chief Lux and seconded by Chief Tushaus, it was agreed the Technology Protocols Committee make recommendations at the May 3<sup>rd</sup> DOC mtg.

- B. Requested agenda item. Discussion and possible action on access to the necessary software and digital audio files needed to access WCC calls by client agencies for criminal investigative, internal investigative, open records and DA ordered preservation purposes. ***4/5/04*** – Richard Tuma requested time must be allowed for the installation, training and testing of the system, first, before a recommendation could be presented allowing agencies direct access to the digital recordings. Chief Wiemer stated this topic goes back to the proposed Open Records Policy. On a motion by commission members, it was agreed to table this topic until the May 3<sup>rd</sup> DOC mtg.

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- C. Requested agenda item. Discussion and possible action on security permission and access to the personnel module for the purposes of maintaining department information.

**4/5/04** – On a motion by Chief Lux and seconded by Chief Tushaus, it was agreed the Technology Protocols Committee make recommendations at the May 3<sup>rd</sup> DOC mtg.

- D. Requested agenda item. Discussion on Commission Operating Rules and applicability of the Wisconsin Open Meetings Law. Applicability to Protocols and Technology Committees?

**4/5/04** – Commission members agreed this body met the Wisconsin Open Meetings Law. The subsection titles, 'Old Business and New Business' are dropped.

- E. Management Control (Cooperation) Agreements

Requested agenda item. Move to adopt language set forth in the City of Brookfield draft of the inter-agency agreement governing the release of records held by the WCC and contained within the Spillman Law RMS.

**4/5/04** – Speaking on behalf of the City of Brookfield, Attorney Vince Moschella presented to commission members his understanding of the difference between the proposed agreements; City of Brookfield and Waukesha County. Mr. Moschella stated the key issue was the definition of 'custodial'. Chief Tushaus stated his concern about the length of time it has taken to resolve this issue and, that this was a 'policy' issue not a 'legal' issue. Richard Tuma made known a meeting was to be held between Mr. Moschella and Mr. Tom Farley. Chiefs Lux and Tushaus made a motion to approve the language set forth in the City of Brookfield draft of the inter-agency agreement governing the release of records held by the WCC and contained within the Spillman Law RMS. Dick Manke, Deputy Inspector Steve Marks and Chief Wiemer objected in not having representation from Waukesha County Corporation Counsel, present. Chief Wiemer said he was concerned that item 'C' on the proposed City of Brookfield document did not address the situation when multiple agency assistance has been requested and the subsequent release of records pertinent to this circumstance. (Refer to 'Waukesha County Communications, Operations Commission – Protocol Committee Approvals', May 5, 2003, item number 11 for clarification.) There was also concern it was the first time commission members had seen the City of Brookfield's proposed agreement and, Mr. Farley or designee was not present, when requested at the last commission meeting.

Commission members agreed to table this topic until the April 19<sup>th</sup> DOC mtg.

- ✓ **1/22, 3/1** – Committee members and guests spoke to the draft documents submitted by the City of Brookfield and the Waukesha County Corporation Council and, a letter from the State Attorney General Office regarding a Public Records Policy. (Refer to 'Handouts' for titles, etc.) Speaking on behalf of the City of Brookfield was Mr. Dean Collins, Assistant police Chief and Mr. Tom Farley, Waukesha County Corporation Council. On a motion made by Mr. Daniel Tushaus, Chief of Police, City of Brookfield, committee members agreed that Mr. Collins, Mr. Farley and Mr. Vince Moschella, Assistant City Attorney, Brookfield meet with the State Attorney General Office to seek further

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clarification on this issue. It was also agreed this matter would be presented to the Fire/EMS Protocols Committee for information purposes.

- ✓ **12-11/18, 1/8/04** – In-process (Tom Farley-Corporation Council, City of Brookfield-Attorney, Attorney General, etc)
- ✓ **9/25/03** – Tom Farley confirmed that the Standard Operating Procedure (SOP) document would be acceptable for the WCC to use as it moves forward in developing its operating policies and procedures and, with participating agencies. The Police Protocols committee recommended it would be in the best interest for all parties if a ‘binding’ agreement were developed between the WCC and the participating agencies to address the release of records. Richard Tuma will meet with Tom Farley for input in creating an Intergovernmental Agreement between the County and all participating agencies relating to the handling of this information.
- ✓ **9/8/03** – The Operation Commission requested a discussion begin with Waukesha County Corporation Counsel regarding cooperation agreements between participating agencies that would rely upon one another for additional support, if warranted. Based upon these agreements, formal ‘response plans’ would be created and programmed into the new computer aided dispatch (CAD) software system. The example given that is in place by some agencies was the ‘Joint Powers Agreement’.

- F. Requested agenda item. Require the WCC to adopt a policy/procedure requiring dispatchers to verify and up-date all caller/complainant information received by the WCC against the Spillman records management system database (whenever practicable).
- G. WCC/ City of Waukesha Backup Agreement  
Begin discussions with the City of Waukesha relating to their dispatch operation as an interim backup site for the WCC.  
**12/11/18, 1/8/04,1/22,2/2, 3/1, 4/5** – In-process (Tom Farley; Corporation Council).
- H. ‘Joint Powers’ Agreement  
**3/1, 4/5** – It was the request of Commission members to open discussions with Tom Farley, Corporation Council as it relates to the ‘Joint Powers’ agreement.
- I. Priority Dispatch ProQA Medical Software  
**4/5** – Richard Tuma stated the implementation for the above product would not be considered until 2005. The cost proposal received by county purchasing dated July 24, 2003 is \$50,606.50.
- J. Commission Purpose and Function  
**4/5** – Commission members raised questions regarding its purpose and function. Copies of a non-titled/non-dated memo speaking to this subject were handed out. Chief Tushaus asked that contact be made with Waukesha County Executive Dan Finley to clarify where issues go beyond the Dispatch Operation Commission.

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5. Future Agenda Items

- A. Open Records – Inter-Agency Management on Public Records Policy
- B. Implementation Timeline
- C. Verification and up dating of caller/complainant information received by the WCC against the Spillman records management system database.

**Handouts:**

- Commission Agenda/Commission Agenda E-mail and, Minutes of the March 1, 2004 meeting.
- ‘Waukesha County Communications Agency Radio/Callback Testing Schedule’
- ‘Waukesha County Communications Operations Commission – Protocol Committee Approvals’
- ‘Waukesha County Communications Standard Operating Procedure – Police Unit Designators’ approved by Dispatch Operation Commission October 6, 2003.
- Non-titled/non-dated document. Subject matter: 1) Establishment of Dispatch Partners Group; and 2) Dispatch Commission.

**Requested Attendees:** Tom Farley, Waukesha County Corporation Council and/or designated representative.

**Requested Documents:** Proposed Inter-Agency Agreement (Waukesha County, Corporation Council draft and, the City of Brookfield draft) of the inter-agency agreement governing the release of records held by the WCC and contained within the Spillman Law RMS.

**Special Request.** The Operations Commission approved that a ‘special’ meeting be held Monday April 19<sup>th</sup>. The purpose would be to address the agenda items listed under item number 5, above.

**Next Meeting: Monday April 19<sup>th</sup> 2004**  
**Waukesha County Communications**

**Minutes approved by:**

**Name:** \_\_\_\_\_  
**Commission Chair/Co-Chair**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_